

To access the Online Training Center from the EAP website simply:

- 1. Go to www.theEAP.com
- 2. Click the **Employee & Family** Login
- 3. Enter your User Name and Password if you have not already registered, click on the Register Here link and follow the prompts (you only need to register once)
- 4. Once you are logged in, click the **Training Center** icon
- 5. Next click one of the following Training icons: New Trainings, Compliance
 Training, Personal Development, Management Academy and Customer Service
 and Sales
- 6. Click the training you wish to take